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Family Communication Policy

Here at Dream Academy, we do our best to provide transparent communication with our families. In order to do this, we have introduced a variety of communication platforms and policies to ensure the communication that we do have with our families is as positive, informative and productive as possible. These platforms are to be used a **minimum** of once a week to touch base with our families.

Our communication platforms are listed below, as well as their intended uses:

- **TalkingPoints App**
 - The TalkingPoints App is our quickest form of communication. All members of the Dream Academy staff are **required** to download and utilize this app. It is downloadable on all platforms and on all devices.
 - Messages in TalkingPoints are set to send push notifications to your cellular device.
 - General updates are easily shareable on the announcements page.
- **Email**
 - Each student has a unique email address that has been assigned to them. They should be checking this daily.
 - Updates and information are to be sent to student email addresses **in addition to** the listed personal address for their parent/guardian.
- **Facebook/Instagram**
 - Important updates and Learning Center happenings are to be sent to Rebecca to be posted on our Dream Academy Facebook/Instagram pages.
- **ClassDojo**
 - ClassDojo is used mostly for its point system, but it also has a built-in messaging system that can be used as a backup/additional resource.
- **Google Meet**
 - Each student group is **required** to host a minimum of one Google Meet weekly.
 - This meeting can be an instructional lesson, or an open tutoring session.



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Family Communication Policy, cont.

Each family needs to touch base with one of our educators a **minimum of** once a week. The type of communication does not matter. This is in place to ensure that any assistance that our students may need can easily be obtained. It is also to clarify the possibility that no additional assistance is needed for the student. If a student has not reached out on their own, it is necessary for the appropriate Lead Educator to reach out to them to check in.

When reaching out to families, staff members are to use three forms of communication to relay information. The combination of the three does not matter, as long as three ways are attempted.